

BOARD OF DIETITIANS AND NUTRITIONISTS
Instructions for License Application
NON -RDs and NON-CNSs

1. The address you choose as your official mailing address is a public record and will be released to anyone upon request. It is crucial that the Board be able to reach you. If your address will be changing, you may attach a separate sheet of paper with specific details.
2. If you are ineligible for a Social Security Number, contact the Board for instructions.
3. If you answered Question #11 on the application form, a certificate of standing is required from every licensure jurisdiction, even if your license is expired. **[The official statement(s) in unopened, jurisdiction-sealed envelope(s) must accompany your application].**
4. Your application will not be processed without the correct fee. The initial fee, which is non-refundable includes both application processing and your first two-year license. Renewal must occur not later than your birthday; the expiration date will be indicated on the license. **[Include a U.S. check or U.S. money order for \$170.00 made payable to the Commonwealth of Massachusetts].**
5. Your application must be notarized.
6. Education

The minimum educational requirement is a Bachelor's Degree from an accredited school. **[An official transcript in an unopened, registrar-sealed envelope must accompany your application].**

- A. If your degree is in a major course of study in dietetics and nutrition, human nutrition, nutrition education, public health nutrition, or a similarly entitled program, you will need an official transcript verifying your degree.
- B. If your degree is in a non-relevant field of study, and you have fulfilled the minimum course requirements as set by the board, you **must submit the "Course Summary Form"**, along with an official transcript(s) verifying the successful completion of required courses.

7. Experience

You must complete a supervised professional experience. **[To qualify you must return both the form entitled "Verification by Supervisor" and a resume].** Experience requirements are:

- ☐ 3 years of full time paid professional experience with a bachelors degree
- ☐ 2 years of full time paid professional experience with a masters degree
- ☐ 1 year of full time paid professional experience with a doctorate
- ☐ Board approved internship

8. Examination

After you have submitted your completed application to the Board, you will be contacted with instructions explaining how to register for the examination. You may not register to take the exam without pre-authorization from the Board of Dietitian/Nutritionists.